

**VIRGINIA BOARD OF NURSING
BOARD EFFICIENCY COMMITTEE**

AGENDA

August 16, 2011

TIME AND PLACE: The Board Efficiency Committee will convene at 8:15 a.m. in Hearing Room 1, Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

MEMBERS PRESENT: Patricia C. Lane, B.S.N, RN Member
Karen K. Schultz, Ph.D, M.B.A, Citizen Member

STAFF PRESENT: Jodi P. Power, R.N., J.D., Deputy Executive Director

CALL TO ORDER: The meeting will be called to order at 8:15 a.m.

TOPICS To Be DISCUSSED:

Pending Recommendations to Full Board for Improved Board Efficiency and Effectiveness

1. Ensuring a meaningful and timely orientation for new board members, equipping them with tools and resources to bring to each board meeting.
2. Formal training for board members (both presiding/chairing and not) regarding proceedings and meetings – to include Roberts Rules, time management, staying on task, questioning witnesses, use of allegation worksheets, professional courtesy and etiquette. Consider using NCSBN resources or facilitator for this training following a future board business meeting (ie, Tuesday afternoon).
3. Consider assigning a “timekeeper” to monitor time and discussions during meetings, who can nudge the Chair, as needed. (Consider having the Secretary assigned to this role during business meetings).
4. Consider rotating Committee assignments more frequently as well as assigning new members to serve as Chair sooner into their term, with past Chair present to assist and grow them in the role.
5. Use Allegation Summary Worksheets at formal hearings, as well as informal conferences to assist board member preparation and focus.
6. Consider drafting a document for attorneys related to expectations at formal hearings.
7. List on each Board agenda the DHP/Board’s mission statement and all standing committee members.